

## CERTIFIED PAYROLL FORM

- This form must be completed for all City of Houston construction contracts that are \$2000 and above.
- The contractor is required to submit this completed form weekly.
- The prime contractor is responsible for reviewing and submitting payrolls from each of their subcontractors with a contract for \$2000 and above.
- Computerized payroll printouts may be used, however, they must consist of all the information listed on OMB form No. 1215-0149 WH 349 with the compliance statement attached.
- The payroll form after completion must be signed with an **original signature** of the authorized officer of the company. If the authorized officer is changed, an amended CC-10 must be submitted to Affirmative Action Division for the prime contractor and CC-33 for subcontractor changes.
  - A properly completed payroll must contain the following:
    - Name of contractor or subcontractor
    - Address of contractor
    - Payroll number
    - Payroll week ending date
    - Project and location
    - Project Number/Name or description
    - Employee name, address, and social security number
    - Employee classification - only classifications in the contract's wage schedules are to be used
    - Classification can only be added to the wage schedules by written request to the Affirmative Action Division and to Public Works
    - Date and day worked
    - Hours worked each day
    - Total hours
    - Rate of pay - Employees must be paid the prevailing wage rates. All hours worked over forty (40) for one week is overtime; employees must be paid time-and-a-half for overtime
    - Gross amounts earned
    - F.I.C.A. withheld
    - Federal Tax withheld
    - Other deductions
    - Total deductions
    - Net wages paid for a week
- The signature side of the payroll certifies all information on the front side is

correct:

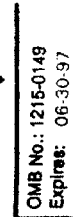
- Date
- Name of signatory and title
- List the name of company that administers your company's fringe benefit plan

## **Certified Payroll Submittals**

1. Prime contractors are required to start submitting certified payrolls after the notice to proceed date. **If the project has been delayed, a notice must be sent to the attention of the Affirmative Action and Contract Compliance Officer informing him/her of the delay in payroll submittals.**
2. Subcontractors' certified payrolls must be submitted one week after subcontractors' work began.
3. Payrolls by the prime and all subcontractors are to be **submitted weekly**, unless the prime contractor is instructed by letter that the field audit process will be used.
4. The compliance statements of payrolls must be signed with **an original signature** of the owner, partner, officer or authorized person.
5. If there is more than one wage schedule, payrolls must reflect the designated area of work - building or engineering.
6. **Payrolls must reflect the exact classification** of the worker from the wage schedule. **(Example: Front end loader 2-1/2 CY and less, or Front end loader over 2-1/2 CY)**
7. Payrolls must be numbered 1 through **final** and **must** include the week ending dates, employees' names, addresses, social security numbers, daily and weekly hours, gross and net pay and deductions. The company's name and address should be listed, along with the project name and/or number (i.e., WW#4250-00, not R-0230-00-0, or City of Houston).
8. **If there is no work performed for a week**, the contractor is **still required** to submit a compliance statement with the statement "**no work performed.**"
9. All personnel should be listed on payrolls, including supervisors ("salaried").
10. If an employee is classified as an apprentice on payrolls, an approved **apprenticeship certificate** from the Bureau of Apprenticeship Training or an agency authorized by the Bureau must be submitted with the payrolls. An apprentice is not meant to be a generic term.
11. Employees must be paid weekly.

12. Employees must be paid overtime for all hours worked over forty (40) hours a week on City of Houston funded projects.
13. Workers must be paid at least the prevailing wage rate or the contractor will be penalized \$60.00 a day for each worker who is underpaid.
14. **A payroll deduction form** must be submitted for any deductions other than withholding, Social Security, and Court ordered child support.
15. Owner operators are required to submit certified payrolls and statements accepting responsibility for paying all required federal taxes in regards to truck drivers who own and operate their personal trucks.
16. All trucking companies are required to submit weekly payrolls.

**(For Contractor's Optional Use; See Instruction, Form WH-347 Inst.)**

[illegible]

☐ --In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the